

NVWG Office 365 – Groups Implementation

This document contains the basic instructions on how we will implement the *Groups* functionality. We must implement standards as this functionality can pollute a centralized address book very quickly and make it very difficult to work with. Therefore, in order to maintain the integrity of our centralized address book, the following template should be used for creating these *Groups*.

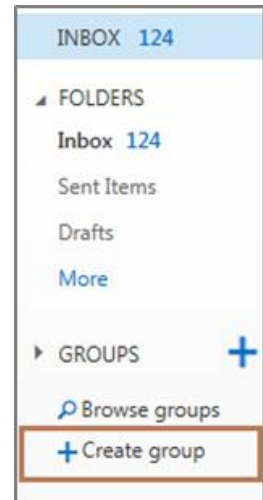
Create a group

1. Sign into Office 365, and navigate to **Outlook, People, Calendar, or OneDrive**.
2. If necessary, click **More** to display the **Create group** command.

Tip Instead of clicking **More**, you can hover over the group navigation pane, and then click + to create a group.

3. To display the **Create a group** pane, under **GROUPS**, click **Create group**.

group.



The group navigation pane

4. In the **Choose a name** box, enter a group name that briefly captures the spirit of the group. **** ADHERE TO THE FOLLOWING NAMING CONVENTION OR YOUR GROUP MAY BE REMOVED WITHOUT NOTICE ****

- **GRPS-PCR-NV- {Charter Number} - {Name of Group}**
- **Example: GRPS-PCR-NV-001 – Aircraft Managers**
- **Please make every attempt to *NOT* duplicate DL's that already exist in the lists.**
- **For Missions or exercises please use the following format GRPS-{SRX|DRX|MISSION}-{Mission Number}**
- **Example: GRPS-SRX-16T1234 or GRPS-MISSION-16M4567**

5. The Group ID becomes the email address for the group. Please do not change this, keep it in sync with what is in the Group name

If the message "not available" displays, adjust the group name or group ID to make it unique.

6. In the **Add a description** box, enter a detailed description of the group to help others understand the purpose of the

Tip It's a good idea to enter a detailed description because it displays throughout Office 365 and is a simple but useful way to promote the group and to help others understand the purpose of the group. This description also displays in the welcome email when others first join the group.

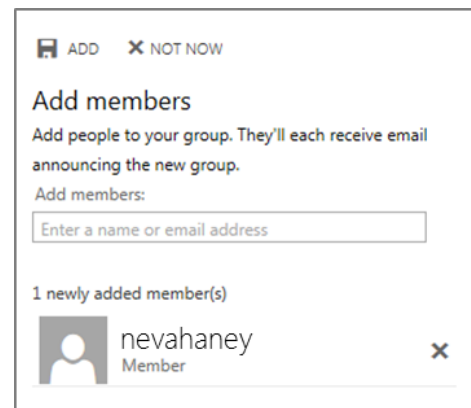
7. In the **Privacy** box, do one of the following:
 - To create a group for which anyone can view its content and become a member, select **Public**.
 - To create a group for which only members can view its content and membership requires approval by a group administrator, select **Private**.
 - Most NVWG unit based Groups will probably be private so that you do not have folks from other units joining your group.
8. To enable email and calendar event subscriptions, select **Subscribe members so they receive group conversations in their inbox**.

Important If you prefer to use Outlook instead of Outlook Web App, it's a great idea to enable this feature, because it ensures that you receive group email messages in Outlook in a timely way and can still stay up-to-date on group activity. You can also reply to the conversations from Outlook, and the replies are immediately posted to the group conversation.

9. When you are finished, at the top of the **Create a group** pane, click **CREATE**.
10. The **Add Members** pane appears.

Add Members now

1. If you want to add members right away, enter a name or email alias in the **Add members** box. Type-ahead is enabled, so you may only need to type the first three letters. If necessary, click **Search Directory** for a complete search.
2. Select the entry from the list to add the entry to the **Add Members** box.
3. When all the members you want to add are listed below the **Add Members** box, at the top of the pane, click **ADD**.





Add members later

- If you want to wait, click **NOT NOW**. You can always add or remove members later on. For more information, see [Join/Navigate a group](#).

Delete a group

After a group outlives its intended purpose, you can delete the group to free up system resources and to remove the group from being listed or displayed.

WARNING Be careful deleting a group. When you delete a group, you are permanently removing all group conversations, email, files, calendar events and related information. There is no way to recover the information.

1. Sign into Office 365, and navigate to **Outlook, People, Calendar**, or **OneDrive**.
2. If necessary, click **More** to see all the groups.
3. In the navigation pane, under **GROUPS**, locate the group and click the group name.
4. In the group header, click **More actions** , and then click **Edit group**. The Settings pane appears.
5. At the bottom of the **Edit group** pane, click **Delete group**.

6. In the **Delete group** confirmation box, select **I understand that the group will be permanently deleted**, and then click **Delete**.

Join / Navigate a Group

It is much easier to see this in action than it is to try and type a step by step instruction. Please use the following link to take you to a YouTube Video that will show you quickly the features of Office 365 Groups. If you should have questions, please research your question online first, then work with your Unit IT, Group IT and finally Wing IT should your question still need answered.

[Click this link to view the video on Joining/Navigating Office 365 Groups](#)